

THE NEW SCHOOL
Independent Contractor & Temporary Employee Guidelines
July 2010

--Supervision: An independent contractor is neither provided supervision, specific instruction, or training nor provided a title, job description, or email address in the performance of their agreed-upon tasks. An independent contractor cannot supervise University employees.

--Workplace and Equipment: Anyone who works on site will need to be placed on payroll as a temporary employee with all the conditions pertaining to that status in place. If designers work on our premises with our equipment, they will be characterized as TNS employees. An exception would be, if photographers have their own ongoing business and work on specialized assignments on campus (with their own equipment), they are likely to be approved as independent contractors.

--Legitimate Business: An independent contractor must be able to demonstrate that he/she is a legitimate business that provides these services to the public (i.e. they have clients in addition to TNS). They must submit a proposal (Statement of Work, Terms of Reference) and invoices on company stationery and meet other conditions that pertain to independent contractors.

--Faculty: Anyone teaching or supervising a New School student is an employee. This applies to individuals who accompany or arrange field trips, independent study, etc.

--Multiple Assignments are not allowed: No one may "cobble together" an independent contractor's job from multiple consultant appointments. Anyone who is needed on diverse, multiple assignments is likely to be treated as an employee.

--Temporary Employees: Temporary employees are initially hired on 30, 60, or 90-day assignments for less than 20 hours per week. Extensions must be approved by Human Resources. A temporary employee may not work 999 hours or more in any given calendar year. An assignment that is expected to be more than 20 hours a week for an extended term (i.e. beyond 90 days) should be classified as "PT Admin."